

Municipal Grant & Loan Quarterly Report Step-by-Step

The MGL Quarterly Report can be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

Municipal Grant & Loan Quarterly Report

1

The online MGL Quarterly Report submittal is located in the DEC's Water Online Application System (OASys).

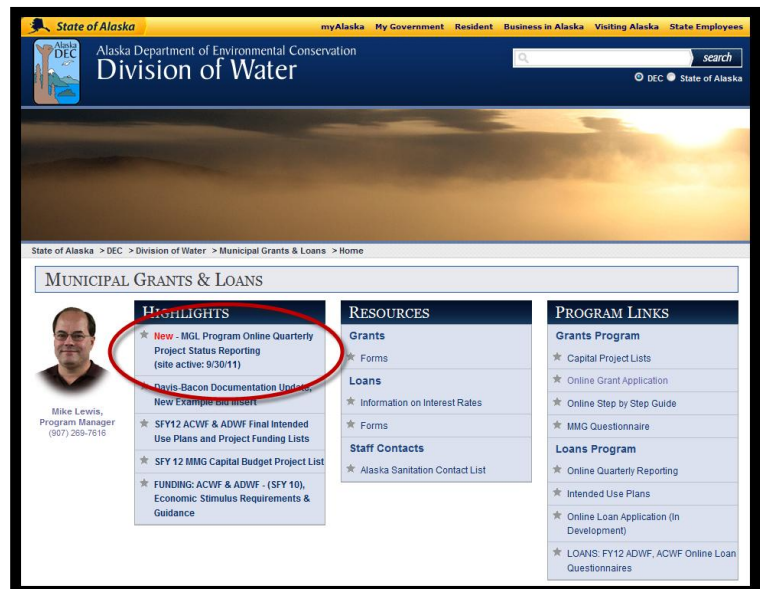
To get to OASys, go to the Division of Water's Municipal Grants & Loans homepage:

<http://www.dec.state.ak.us/water/MuniGrantsLoans/index.htm>

Select the **"MGL Program Online Quarterly Project Status Reporting"** link under **Highlights**.

TIP:

If you encounter difficulties accessing or completing the on-line application, please contact John Randolph at john.randolph@alaska.gov.



3

Welcome to the **Water Online Application System (OASys)!**

IMPORTANT: Submitting a MGL Quarterly Report Submittal (application) online requires a **myAlaska** account with a username and password.

If you already have a **myAlaska** account, click on “*Continue to myAlaska*” button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the eNOI. **Skip to step 12 in this document.**

If you don’t have a myAlaska account, continue to the next step in this document to create one.

Department of Environmental Conservation
Water Online Application System

Welcome to DEC's Water Online Application System (OASys)!

This system may be used to:

- ★ Apply for ADEC state general permit coverage for contained water and excavation dewatering
- ★ Apply for APDES general permit coverage for construction stormwater, industrial stormwater and offshore seafood processors
- ★ Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, or Municipal Matching Grant questionnaires
- ★ Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- ★ Register a Commercial Passenger Vessel

To view other applications, please go to the Permit Application Portal.

If this is your first time visiting this page and you do not have a myAlaska account, [enroll at myAlaska](#).

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

Continue to MyAlaska

Please direct questions to DEC Water OPA Help at OPAHelp@Alaska.Gov.
For storm water permit applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

OASys Help

4

If you don’t have a **myAlaska** account, select the “**enroll at myAlaska**” link. You only need to create a myAlaska account once!

The next few steps will walk you through setting up a **myAlaska** account.

TIP:

Think of a personal myAlaska account as a driver’s license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate “business” myAlaska account if you would prefer.

DEC's Water Online Application System (OASys)!

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Continue to MyAlaska

5

*NOTE: If you already have a myAlaska account, you can **skip down to step 12.***

After you click on the “**enroll at myAlaska**” link, you will arrive at the **new account** page for myAlaska.

Enter a Username, Password, “Secret Question,” and Email Address for your new myAlaska account.

Review the User Agreement, check the “**I accept the User Agreement**” box, and select the “**Start Registration**” button.

The screenshot shows a registration form with the following fields: Username (jrandolph), Password (masked with dots), Verify Password (masked with dots), Secret Question (Your mother's maiden name?), Answer (test), Email Address (john.randolph@alaska.gov), and Verify Email Address (john.randolph@alaska.gov). Below the form is a section titled "User Agreement" containing the text: "AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA. myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions." There is a checkbox labeled "I accept the User Agreement" which is checked, and a "Start Registration" button.

6

Close the internet browser window and check the email account you entered in Step 5.

*If you cannot locate the email in your inbox, be sure to check your **junk mail** folder.*

	FROM	SUBJECT	DATE
	myAlaska	myAlaska - Account Verification	8:13 AM

7

Open the **myAlaska - Account Verification** email and select the hyperlink in the email.

The screenshot shows an email titled "myAlaska - Account Verification". The body of the email states: "This message was sent to you by a computer program, DO NOT REPLY to this message. To continue with the registration process of your new myAlaska account, please verify your email address by visiting the following URL WITHIN 24 HOURS of registration: https://my.alaska.gov/Confirm?type=NewAccount&ticketid=358931d5-6fa7-499c-9904-6e07f31cbf25".

8

The Account Confirmation page will load.

Enter your Username and Password and select the “**Click Here to Continue**” button to confirm your new **myAlaska** account.

9

You will be taken to the **myAlaska Registered User Portal**.

Click on “View Your Services”.

Then, click on “DEC Online Services” under Services for Businesses.

10

Read the privacy agreement, check the **Accept** check box, and select Continue.

NOTE: The only myAlaska account information DEC will use is the address and email information.

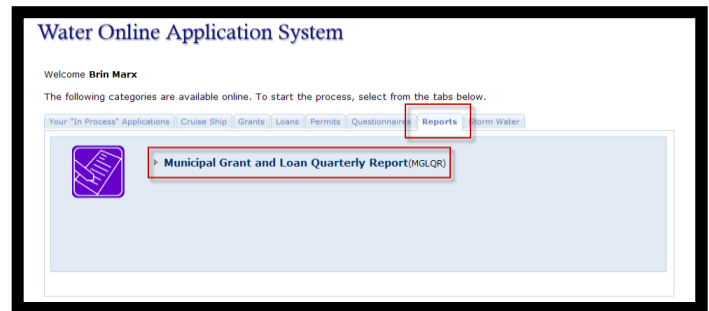
11

You will be directed to the **DEC myAlaska Online Services**.

Click on the link to the **Water Application System (OASys)**

12 After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Water Online Application system.

Select the “**Reports**” tab then select the “**Municipal Grant and Loan Quarterly Report**” from the available categories.



13 A series of steps will take you through the report, asking for information about your project.

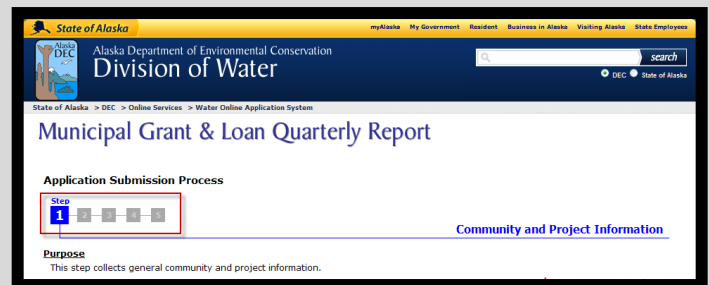
Fill out the information on these pages as completely and thoroughly as possible. *(Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)*

TIP:

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

TIP:

Any question with a red star (*) next to it is required and must be completed before the current step can be completed.



TIP

When finished with a step, go to the next page by selecting the “Next” button in the lower right corner.

Funding Amount:
 If 'Other' funding source type selected above, enter name of the source:
 Overview **Next**

TIP:

At any time, you can logout, and your information will be saved.

NOTE: Changes to the current page are not saved until you hit “Next”.

TIP

At any time, you can also select the “Overview” button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

NOTE: Remember, changes to the current page are not saved until you hit “Next”.

Funding Amount:
 If 'Other' funding source type selected above, enter name of the source:
Overview Next

14

Step 1 in the report process asks for information about your project and community.

When you have completed this step, click the “Next” button to move on to the next step.

IMPORTANT TIP:

If you will be submitting a high volume of MGL Quarterly Reports over time, we suggest that you enter the report quarter and year (in addition to project name) in the “Project Name” field. This will help you locate previously submitted reports in the future.

Example: “Water Project Q1 2011”

State of Alaska
 Alaska Department of Environmental Conservation
 Division of Water
 State of Alaska > DEC > Online Services > Water Online Application System
 Municipal Grant & Loan Quarterly Report
 Application Submission Process
 Step 1 of 4
 Community and Project Information
 Purpose
 This step collects general community and project information.
 Tracking #: MGLQR-0111 Facility: Type: Municipal Grant and Loan Quarterly Report
 Quarterly Status Report
 Quarter: * Select
 Community Name: *
 Project Information
 Project Name: *
 Project Amount: *
 Scope of Work: *
 (as described under MGL funding agreements)
 Design Engineer:
 Construction Engineer:
 Prime Contractor:
 Other Prime Contractor:
 Other Prime Contractor:

15 **Step 2** in the report process collects contact information for your community. Enter in the required contacts then click the **“Next”** button to move on to the next step.

The screenshot shows the 'Municipal Grant & Loan Quarterly Report' application submission process. The header includes the State of Alaska logo and navigation links. The main title is 'Municipal Grant & Loan Quarterly Report'. Below the title, there is a progress bar with four steps, where Step 2 is highlighted. The 'Purpose' section states: 'This step allows you to enter your Community Contact information for quarterly reporting.' Below this, there are fields for 'Tracking #:', 'Facility:', and 'Type:'. The 'Tracking #' field contains 'MGLQR-0111', 'Facility:' contains 'test', and 'Type:' contains 'Municipal Grant and Loan Quarterly Report'. A note indicates that a red asterisk (*) indicates a required field. The 'Your Application Contacts' section has a text area for adding contacts and buttons for 'Add', 'Remove', 'Edit', and 'Copy'. At the bottom, there are 'Previous', 'Overview', and 'Next' buttons.

16 **Step 3** in the report submission process collects information about the status of the project.

Complete all applicable fields then click the **“Next”** button to move on to the next step.

The screenshot shows the 'Municipal Grant & Loan Quarterly Report' application submission process, Step 3: Project Status. The header is the same as the previous screenshot. The main title is 'Municipal Grant & Loan Quarterly Report'. Below the title, there is a progress bar with four steps, where Step 3 is highlighted. The 'Purpose' section states: 'This step collects information related to the status of your project.' Below this, there are fields for 'Tracking #:', 'Facility:', and 'Type:'. The 'Tracking #' field contains 'MGLQR-0111', 'Facility:' contains 'test', and 'Type:' contains 'Municipal Grant and Loan Quarterly Report'. A note indicates that a red asterisk (*) indicates a required field. The 'Project Status' section has several fields: 'Status Category' with radio buttons for Study/Planning, Design, Bidding, Construction, Post-Construction, and Closed-out; 'Status Subcategory' with a dropdown menu; 'Project Type' with a dropdown menu; and 'Progress Comments' with a text area (250 words max). The 'Construction Milestone Dates' section has several fields: 'Plan Approval', 'Bid Solicitation', 'Notice To Proceed', 'Substantial Completion', 'Contract Completion', and 'Record Drawing Approval', each with a dropdown menu and a date field. At the bottom, there are 'Previous', 'Overview', and 'Next' buttons.

17 Step 4 allows you to submit any required or optional attachments online.

Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

Address:

Department of Environmental Conservation
410 Willoughby Avenue
P.O. Box 111800
Juneau, AK 99811-1800

The screenshot shows the 'Application Submission Process' interface for Step 4, 'Attachments'. At the top, a progress bar indicates steps 1 through 5, with Step 4 highlighted. A link for 'Attachments' is in the top right. The 'Purpose' section explains that for project DBE reporting, users must complete the 5700-52A form and attach it. A red star icon indicates required fields. Below this, a form displays tracking information: Tracking # MGLQR-0001, Facility test, and Type Municipal Grant and Loan Quarterly Report. The main section is divided into three parts: 1. 'Choose a file to attach:' with a 'Browse...' button; 2. 'Add the file to the list:' with a dropdown for 'As Type' (set to 5700-52A Form), a 'Title' field, and a 'Description' text area, followed by an 'Attach' button; 3. 'Your file attachments:' with a large empty box and a 'Remove' button. A 'Usage Tips' box on the right provides instructions on file selection and removal, noting a 20MB limit. A 'Required Attachments' section states that no attachments are required for this application type. At the bottom are 'Previous', 'Overview', and 'Next' buttons.

18 Step 5 is the “Application Overview” page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

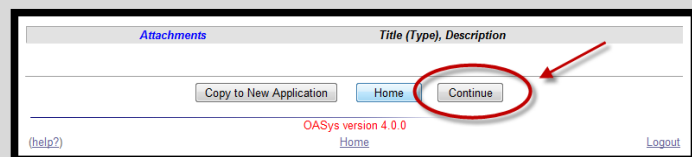
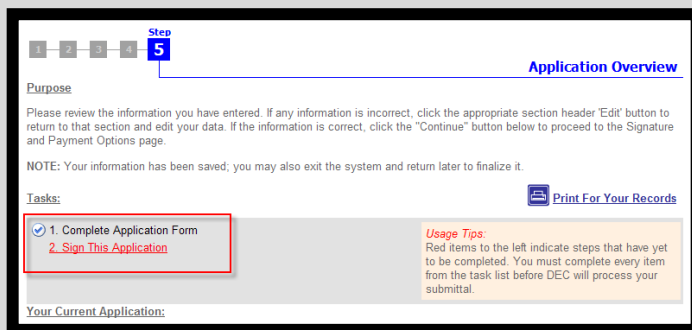
To change any information in a section, select the edit button that corresponds to that section.

The screenshot shows the 'Application Overview' page for the 'Municipal Grant & Loan Quarterly Report'. The header includes the State of Alaska logo and navigation links. The page title is 'Municipal Grant & Loan Quarterly Report'. A progress bar at the top shows Step 5 highlighted, with a link for 'Application Overview'. The 'Purpose' section instructs users to review their information and click 'Edit' to return to a section or 'Continue' to proceed. A 'NOTE' states that information has been saved. Below this, a 'Tasks' section lists two items: '1. Complete Application Form' (checked) and '2. Sign This Application' (red text). A 'Usage Tips' box on the right explains that red items indicate steps to be completed. The 'Your Current Application' section displays tracking information: Tracking # MGLQR-0111, Facility test, and Type Municipal Grant and Loan Quarterly Report. Below this is a table with two columns: 'Community and Project Information' and 'Details'. The table contains fields for Quarter (Q1 (July-Sept)), Community Name (test), Project Name (test), Project Amount (1), and Scope of Work (123). At the bottom, there are fields for Design Engineer, Construction Engineer, and Prime Contractor. An 'Edit' button is located to the right of the table.

19 After all information is entered and you have finished adding all online attachments, you will need to submit your report.

NOTE: A check will appear next to “1. Complete Application Form” if the application is complete and ready to be submitted.

To go to the **Final Steps** page, select the “2. Sign This Application” link under tasks on the Application Overview page. You can also click on the “Continue” button at the bottom of the page.



20 The “Final Steps” page gives you the option to submit your report to DEC.

If you are satisfied with your report, click the **Submit** button on this page.



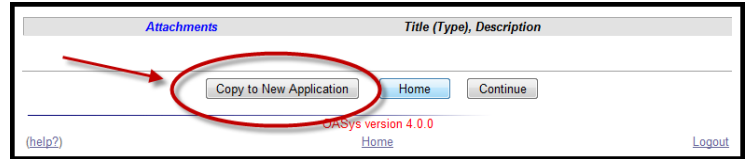
21 Once your report is submitted, you have completed the online report submittal process and may close your browser. You will receive an email confirming your submission.



22

IMPORTANT FEATURE: The “Copy to New Application” button allows you to create a new application of the same type that pre-populates with information from a previous application.

To copy previously submitted information, open your original submittal and select “Copy to New Application” at the bottom of the application overview page.



**For assistance, please call:
John Randolph at 907-465-5307,
Kaitee Fleck at 907-451-5337, or
Janice Mclean at 907-465-5282.**